



**STATE OF ALABAMA
BOARD OF EXAMINERS FOR
DIETETIC/NUTRITION PRACTICE**

**400 S. Union Street Suite 445
Montgomery, Alabama 36104
(334)-242-4505**

MEMORANDUM

TO: Licensed Dietitians/Nutritionist
FROM: Barbara Holly, Chairperson
DATE: July 30, 2005
SUBJECT: 2005-2007 License Renewal

Enclosed please find your license renewal form for the 2005-2007 licensure period. Please allow 3-4 weeks for the processing of your renewal application.

IF YOU ARE RENEWING YOUR LICENSE: Fill out the form completely and return it to this office along with your check or money order for \$125.00 and verification of continuing education hours for the 2003-2005 licensure period. (See renewal form for instructions to Dietitians on the CDR Portfolio Plan and Dietitians on the CDR Tally Card System).

IF YOU ARE NOT RENEWING YOUR LICENSE: Complete the top section of the enclosed form and return it to our office no later than September 30, 2005.

IF YOU ARE RENEWING AN INACTIVE LICENSE: Fill out the form completely and return it to this office along with your check or money order for \$125.00 and verification of continuing education hours (15 hours minimum during the inactive period of Oct. 1, 2005 thru Sept. 30, 2005).

IF YOU ARE REQUESTING INACTIVE STATUS: Complete the top section of the enclosed form and return it to our office no later than September 30, 2003. (See enclosed rule 282-X-5-.06 (1-7)). YOU CANNOT REQUEST INACTIVE STATUS IF YOU WERE INACTIVE DURING THE 2003-2005 LICENSURE PERIOD. You must renew your inactive license or notify us that you will not renew on the enclosed form.

LATE RENEWALS: Renewals received between October 1st and October 31st must include an additional \$50.00 late fee. License's that have not been renewed by the October 31st deadline will become invalid and you will no longer have the privilege to practice Dietetics/Nutrition in the State of Alabama. A reinstatement application and a \$225.00 fee will be required to reinstate your license after October 31, 2005.

If you have been licensed 2 years or longer you are required to submit verification of 30 hours of continuing education for your license renewal. Dietitians who became licensed after November 1, 2003 will be required to submit verification of $1\frac{1}{4}$ hours of continuing education for every month you have been licensed. (EXAMPLE: If you became licensed in January 2005 – 21 months x $1\frac{1}{4}$ hrs. = 26 $\frac{1}{4}$ hours required to renew your license.)

PLEASE NOTE: IT IS THE RESPONSIBILITY OF EACH LICENSEE TO NOTIFY THIS OFFICE IN WRITING OF ANY ADDRESS/NAME CHANGES DURING THEIR LICENSURE PERIOD. FAILURE TO NOTIFY US OF YOUR ADDRESS/NAME CHANGE COULD RESULT IN THE DELAY OR LOSS OF ANY NOTICE MAILED TO YOU. IT IS THE LICENSEE'S RESPONSIBILITY TO RENEW HIS/HER LICENSE REGARDLESS OF RECEIVING NOTICE OF RENEWAL OR NOT.